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Bulletin Number	33432BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	PLANNER, BEACHES AND HARBORS
Rebulletin Information	THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE EXAM CONTENT. PERSONS WHO HAVE APPLIED WITHIN THE LAST TWELVE (12) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.
Exam Number	I4107O
Filing Type	Open Continuous
Filing Start Date	04/07/2014
Salary Type	Monthly
Salary Minimum	5588.36
Salary Maximum	6942.55
Position/Program Information	Performs beach and harbor planning and development services in the Department of Beaches and Harbors. Positions allocable to this class work under the direct supervision of a Planning Specialist, Beaches and Harbors. Positions perform various kinds of planning, development, and inspection assignments related to the development and maintenance of private leasehold properties and public beaches and their appurtenant facilities at County, City, and State owned beaches and harbors. Incumbents must exercise a combination of knowledge and experience in land-use planning, construction, and building inspection in order to perform planning and inspection assignments unique to construction and maintenance at harbors, marinas, and public beaches.
Essential Job Functions	<p>Prepares program plans for the construction, repair and alteration of public facilities.</p> <p>Assists in reviewing plans of proposed construction work on private leaseholds in the harbor and inspects the work for compliance with lease agreements and specifications.</p> <p>Makes periodic inspections of public and private facilities and grounds to determine the need for maintenance or repair.</p> <p>Plans and coordinates the maintenance or repair of County facilities and property at the harbor and beaches through contracted private services, departmental staff or other departments.</p> <p>Prepares and processes applications for State and Federal grants by working with departmental staff, the Chief Executive Office, and Federal and State agencies to develop the required data and obtain the necessary approval and authorization in order to request reimbursement.</p> <p>Performs special studies for planning or budgeting purposes, including the preparation of schematic drawings, specifications and cost estimates when required.</p> <p>Makes studies of special problems such as traffic flow and parking layout at the harbor and beaches and devises proposed solutions.</p>

	Prepares environmental documentation and necessary permit applications required for capital projects.
Requirements	<p><u>MINIMUM REQUIREMENTS:</u></p> <p>Option I: Graduation from an accredited* college with specialization in urban planning, environmental studies, park planning, landscape architecture, architecture, civil engineering or related field -AND- Two years' experience in the planning, development, design or coordination of major building and alteration projects, or the development and implementation of major urban planning programs.</p> <p>Option II: Graduation from an accredited* college and three years' experience in the planning, development, design, or coordination of major building and alteration projects, or the development and implementation of major urban planning programs. The substitution of a Master's Degree from an accredited* college with specialization in urban planning, environmental studies, park planning, landscape architecture, oceanography, architecture, civil engineering or related field will be accepted for one year of the required experience.</p>
Physical Class	<p>Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p>
License(s) Required	<p>A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p>
Special Requirement Information	<p>TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:</p> <p>An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:</p> <p>http://hr.lacounty.gov</p> <p>Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."</p> <p>You can also access practice tests for the computerized version of the test by going to the following website:</p> <p>http://www.shldirect.com/en/practice-tests/</p> <p>While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p>
Examination Content	<p>This examination will consist of two (2) parts:</p> <p><u>PART I:</u> A written test weighted 40% that contains both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision Making, Achievement Orientation, Conscientiousness, Customer Focus, Customer Service Potential, Dependability, and Retention.</p> <p>Applicants that have taken identical written test part(s) for other exams within the last 12 months will have their written test responses for the identical test part(s) automatically transferred to this examination.</p> <p>This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL</p>

SERVICE RULE 7.19.

Candidates must achieve a passing score of 70% or higher on the written test (Part I) in order to proceed to Structured Interview (Part II) in this examination.

PART II: A structured interview weighted 60% that will assess Technical Knowledge, Customer Service Skill, Interpersonal, Oral Communication, Problem Solving, Organization, and Coordination.

Invitation letters for both the written test and the structured interview will be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.

Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

**Special
Information**

*In order to receive credit for any degree, such as a Bachelor or Master, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application or during the examination process.

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Verification of Experience: Out-of-Class (OOC) experience will be accepted for this examination, however, Verification of Experience Letters (VOEL) will not be considered. All information included in the application material, including information describing out-of-class experience, will be evaluated at face value to determine qualification. Please note that all information included in the application materials is subject to verification at any point during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. Applicants who are within six (6) months of meeting the requirements while working outside of their classification WILL NOT be placed on withhold status. Therefore, their applications will not be accepted.

**Vacancy
Information

Eligibility
Information**

The resulting eligible register will be used to fill vacancies in the Department of Beaches and Harbors.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

No person may compete in this examination more than once every twelve (12) months.

Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.
Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by 5:00 pm, PST, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Job Field General Government Services/Other
Job Type Professional

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